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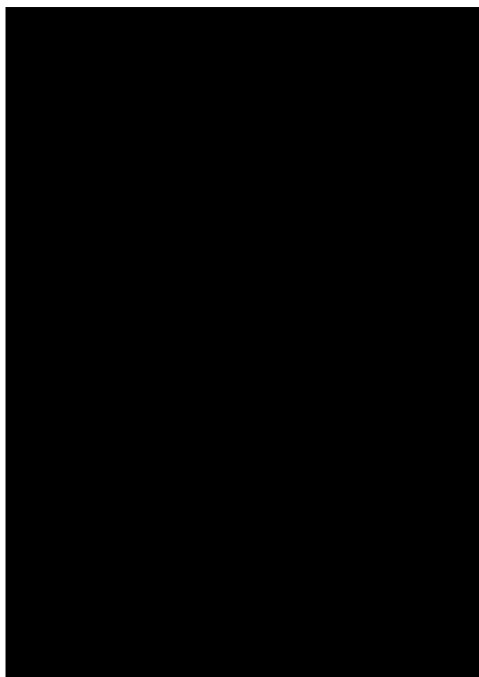
MINUTES OF
REGULAR MEETING OF SUGGESTION AWARDS COMMITTEE
THURSDAY, 29 AUGUST 1957

On Thursday, 29 August 1957 at 10:00 A.M.
in Room 2601 Curie Hall [REDACTED]
Alternate Chairman, chaired the Regular Meeting of
the CIA Suggestion Awards Committee.

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The following were present:

Members



(DD/P)

(DD/S)

(DD/I)

(DD/I)

(DD/P)

(DD/S)

(Personnel)

(Security)

(SAS)

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Minutes

OK

Minutes of the regular meeting held 23 July
1957 were approved.

Chairman's
Report

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None

Secretary's
Report

The Executive Secretary reported:

- a. Suggestions being processed at this time
include--

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The backlog of cases over six months old at present totals 8 as compared with last month's total of 24.

- b. At our request the Records Management Staff made a survey of the Suggestion Awards Program files in this Agency and in other Agencies and Departments. We found that there exists a Statute of Limitations of two years on suggestions received. This limitation is being adopted for the Agency program. Files over two years old are being retired to Records Center to be retained for three years.
- c. The Statute of Limitations will be explained to all employees through the revised suggestion form.
- d. Two JOT's made a physical check of posters and poster frames used to publicize the Suggestion Awards Program. Their findings were reviewed, several frames are being relocated, and the signs over them changed from Incentive Awards Program to Suggestion Awards Program.
- e. An appropriate ceremony for the presentation of the \$3,500.00 award is being planned at the Deputy Director (Support) level.
- f. The Special Panel met 28 August 1957. Of the nine cases discussed, one was approved, four were forwarded for further evaluation, and four were rejected.

Old Business

At the last meeting, the Executive Secretary was directed to have Suggestions Nos. 3076 and 3077 reviewed in light of the suggester's job responsibility. The official job responsibilities and the facts which stimulated the suggestion were read to the Committee. The Committee voted unanimously to adopt the two suggestions and to send Letters of Appreciation to the suggester because these suggestions are considered to be within her job responsibility.

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3076 — Jtr — Int.
3077 — Jtr — Int.

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Suggestions
Approved

By unanimous vote on each case the Committee approved the following awards for the suggestions indicated:

<u>Suggestion No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
F-2247	Letter of Appreciation	
2562	\$15.00	Intangible (Slight-Limited)
2777	\$10.00	Intangible (Slight-Limited)
2809	\$25.00	Tangible - \$500.00
2838	\$50.00	Intangible (Slight-Extended)
2901	\$25.00	Intangible (Slight-Local)
2992	\$525.00	Tangible - \$2,000.00 Intangible (High-Extended)
3027	\$10.00	Intangible (Slight-Limited)
3116	\$10.00	Intangible (Slight-Limited)

Regarding Suggestion No. 2992 [REDACTED] Deputy Assistant Director for Basic Intelligence, presented an exhibit of the Sched-U-Graph and the advantages achieved within his office. He described in detail the duties of the suggester making it clear that this adaptation of the Sched-U-Graph was beyond the responsibilities expected of her. [REDACTED] answered questions of Committee members concerning the scope and application of this suggestion.

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Committee
Recommendation

The Committee recommended that Suggestion No. 2632 be returned to RI/DD/P to determine the specific contribution this suggestion made.

Next
Meeting

The Committee agreed to hold the next regular meeting on Thursday, 26 September 1957.

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Adjournment

The meeting adjourned at 11:35 A.M.

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Executive Secretary
Suggestion Awards Committee

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Alternate Chairman,
Suggestion Awards Committee

6 Sept. 1957
Date

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